



**DISTRICT OF COLUMBIA  
DEPARTMENT OF CORRECTIONS**

# Standard Operation Procedure

Effective Date:	January 14, 2014	
SOP Subject:	<b>COURT APPEARANCE WORKSHEET</b>	
SOP Number:	<b>1310.6A-14</b>	Amends <input type="checkbox"/>
POLICY SUPERSEDE DATE:	1310.6A (12/5/12)	Cancels <input type="checkbox"/>
		New <input type="checkbox"/>
OPI:	<b>OPERATIONS</b>	
Review Date:	January 14, 2015	
Attachment:	Attachment - A	
Approving Authority:	Thomas Faust Director	

**Thomas Faust, Director**

1/14/2014

**Date**

## SUMMARY OF CHANGES:

Section	Change
Cancellation and Replacement of Policy	<i>Policy and Procedure, 1310.6A, "Court Appearance Worksheet" has been replaced with Standard Operation Procedure (SOP) 1310.6A-13.</i>
Updated Office Title	<i>"Office of Internal Affairs" was updated to "Office of Investigative Services (OIS)"</i>

1. **PURPOSE AND SCOPE.** To establish policy and procedures for the utilization of the court appearance worksheet.
2. **POLICY.** It is the policy of D.C. Department of Corrections (DOC) to maintain accountability of employees and to document their time and attendance in department related judicial proceedings.
3. **APPLICABILITY.** This directive applies to all DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:



# SOP

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- a. Employees will appear as required in departmental related judicial proceedings.
- b. When employees appear at departmental related judicial proceedings their time and attendance will be documented.

## 5. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

## 6. DIRECTIVES AFFECTED

- a. **Directives Rescinded**

PS 1310.6A Court Appearance Worksheet (12/5/12)

- b. **Directives Referenced.** None

## 7. STANDARDS REFERENCED - None

## 8. AUTHORITY

- a. D.C. Code § 24-11.02, Powers; Promulgation of Rules

## 9. DEFINITIONS. For the purpose of this directive, the following definitions shall apply:

- a. *Appearance Number (APPR #)* – The number of times an employee has appeared in a judicial proceeding on a specific case.
- b. *Appearance Type* – The nature of the departmental judicial proceeding, i.e. trial, witness conference, grand jury testimony, appearing or arraignment.



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- c. *Badge #* - The number on the uniform (gold or silver) badge issued to correctional officers and/or correctional supervisors.
  - d. *Employee ID #* - The number located to the right of an employee's photo on his/her DOC identification badge. *This is applicable to non-uniform staff only.*
  - e. *Prior Date* – The previous date that an employee appeared in a judicial proceeding on the same/current case.
10. **PROCEDURES.** Upon receiving a subpoena, verbal or other notification to appear in a department related judicial proceeding, regardless of the source of the request or the nature of the proceeding, the DOC employee shall report the request to their supervisor and to the Office of the General Counsel. After reporting the request, the employee shall:
- a. Central Detention Facility
    - 1) Report to the Major's office where he/she shall receive a Court Appearance Worksheet.
    - 2) Complete the top section and section 1 of the Court Appearance Worksheet (Attachment A). .
    - 3) Attend the judicial proceeding as scheduled.
    - 4) Submit the original completed Court Appearance Worksheet, with the subpoena, if applicable, to their respective Time and Attendance Officer. A copy of these documents shall be forwarded to the Major's office.
  - b. Other DOC Work Sites. Report to the Office of Investigative Services (OIS) and proceed as in sections 10a (2) – (4) of this directive.
11. **ACCURATE REPORTING OF COURT APPEARANCES.** Falsification of the Court Appearance Worksheet (Attachment A) is a serious infraction and shall subject the employee to corrective or adverse action. Falsification includes, but is not limited to, false or unauthorized signatures or deliberately listing inaccurate times.



# SOP

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Attachment

Attachment A – Court Appearance Worksheet

**DOC/SOP1310.6A-14/10/25/13**